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**EMPLOYEE NAME** : .....

**JOB TITLE** : PROPERTY CONSULTANT

**REPORTS TO** : SUPERVISOR/MANAGER

**DEPARTMENT** : SALES & MARKETING

**JOB RESPONSIBILITIES:**

1. Providing a high-level customer service process to company active and potential customers
2. Monitoring and reporting customer inquiries and complaints to sales supervisor/manager
3. Maintain accurate and organized customer files
4. Use strong consultative sales skills, negotiation and interpersonal skills (both oral and written), attention to detail, strong follow-up skills and motivation to close deal.
5. Work with related department to assist in following up with any issues.
6. Ensure clear information and well understanding about sales project (Price, Payment term, Number of Unit, Unit Size and it potential value added, facility & furnish)
7. Handle unit report to ensuring it is correctly between report and physical count,
8. Providing daily, weekly and monthly sale reports (customers' visited showroom to supervisor/manager).
9. Follow company policies and procedures
10. Other duties as assigned by supervisor and manager

**JOB REQUIREMENTS:**

1. University student or Graduated Bachelor degree, major in Sales/Marketing, Business Management or Relevant.
2. If have working experience as Sales is priority.
3. Good knowledge of English both speaking and writing skills (Chinese is more advantage)
4. Computer Literacy Ms. Word, Ms. Excel and PowerPoint, Internet & Email.
5. Good presentation skill & Strong internal personal skills.
6. Strong working commitment and able to work under pressure.
7. Maintain a positive morale and professional attitude.

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**Prepared by HOD**

**Acknowledge by Employee**

**Approved by GM/CEO**

Name:.....  
Date:.....

Name:.....  
Date:.....

Name:.....  
Date:.....

**Acknowledge & Filling by HR**

Name:.....  
Date:.....